BAKERSFIELD COLLEGE

DRAFT PANDEMIC RESPONSE PLAN

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Contributions by:
Dr. Nicky Damania, Director of Student Life
Cindy Collier, Acting Director of the Student Health and Wellness Center
Shelly Castaneda, Executive Director of Public Safety
Bill Potter, Director of Maintenance and Operations
Monika Scott, Program Manager for Community Relations
A. Purpose, Scope, Goals, and Objectives

1. Purpose

The purpose of this plan is to provide Bakersfield College with established guidelines to prepare, respond to, and recover from a pandemic. The plan is a component of the campus Emergency Operations Plan (EOP), which is developed as an all-hazards emergency plan to ensure the safety and well-being of the campus community. This plan will be implemented without discrimination and all reasonable accommodations will be made to the extent possible.

This document serves as a framework for preparing for and responding to a pandemic affecting the College. Actual emergency procedures during a potential pandemic may change based on the need to adapt to unforeseen conditions to ensure the safety of the campus community. The plan also serves as a written basis for agreement among all parties with significant statutory and/or contractual responsibility to act in the event of such an emergency and identifies emergency response organizations, facilities, and other resources that can be utilized during a public health emergency.

The response efforts outlined in this plan are to minimize transmission, morbidity, and mortality resulting from such a public health emergency, and to maintain public health, health care, and other critical College services during periods of high absenteeism due to illness.

2. Scope.

This plan was developed from Bakersfield College’s perspective and includes coordination among local, state, and federal government authorities and private sector entities with a focus on public health care and emergency response. The plan was initiated and maintained the Bakersfield College Office of the President.

Throughout the planning process, the College has constructed this plan around a “worst case scenario” to ensure the highest level of preparation possible. The “worst case scenario” would involve an easily transmissible virus on campus with the potential to infect over members of the campus community. If a large number of students, faculty and staff became ill, it would lead to a severe strain on College resources to provide appropriate services.


1. Build collaborative networks between the public health and health service systems of the College and the campus community.

2. Define relationships, responsibilities, and communication among College departments and other organizations at the local, regional, and state levels.

3. Devise and articulate a realistic concept of operations (i.e., the command structure and lines of authority and communication for managing activities during an emergency).

4. Develop policies and procedures for distributing and monitoring coverage of vaccines and/or pharmaceuticals in conjunction with the Department of Health.

5. Develop contingency plans designed to ensure the maintenance of critical community services (e.g., "human infrastructure"), including the provision of adequate medical care, when primary delivery systems have been diminished, disrupted, or destroyed.

6. Develop infectious disease prevention and mitigation strategies, including:
a. An initiative to vaccinate currently recommended at-risk groups.

b. Contingency plans for augmenting critical-services personnel.

c. Contingency plans, developed in conjunction with the appropriate authorities, for closing campus facilities and canceling large College events.

4. Objectives.

1. Minimize morbidity and mortality rates from disease by emphasizing social distancing and general personal hygiene measures.

2. Maintain effective and consistent communication to the campus community concerning personal hygiene/protective measures and the College’s response efforts.

3. Ensure students remaining on campus, College facilities, and critical functions are maintained during an extended closure.

4. Following an extended shutdown, strive to reopen and resume normal operations when it is determined to be safe by appropriate officials.

5. Ensure the College’s plan conforms to all state and federal pandemic procedures and guidelines.

B. Situation and Assumptions.

1. Situation.

The College develop specific pandemic response procedures and guidelines to prepare, protect, and safeguard the campus community to the extent possible based on available resources. The initial response to the health and societal consequences of an emergency will generally occur at the College level, with close monitoring and assistance from the Kern County Public Health Department (KCPH) and the California Department of Public Health (CDPH). A pandemic would overwhelm College resources in response to a pandemic.

A public health emergency can vary from a single case of hepatitis A in a food handler, a few cases of meningitis, or illness in thousands of people infected as a result of a pandemic or bioterrorist attack. Public health emergencies include not only these types of infectious diseases but also diseases caused by non-infectious agents of a biological nature, such as botulinum toxin.

A localized illness affecting a small element of the campus population may be addressed using similar procedures at a smaller scale without activating the campus plan.

2. Assumptions.

That each pandemic will come with a unique set of circumstances that will require adjustments based on current Centers for Disease Control and Prevention (CDC) and CDPH guidance.

The succession of events in a declared pandemic is not predictable; therefore, this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency. Depending on the severity of the pandemic, response time to implement Phase 3 (See Appendix A) could be as much as a few weeks or as little as a few days.
Perception of the threat could create confusion and fear among students, staff, and faculty and must be addressed. It is likely the College would experience a shortage in supplies particularly in the areas of food, water, personal protective equipment (PPE), and healthcare.

Employee absenteeism could reach 40 percent for periods of about two weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak. Communication with personnel and students prior to, during, and after a pandemic will present unique challenges in ensuring the correct information is disseminated. Availability of pharmaceutical treatment agent supplies may be limited and not available in the stages of pandemic response. International travel and most domestic travel will be limited and/or restricted. PPE and social distancing, including quarantine and isolation, will be implemented if necessary to stop the spread of the disease.

C. Concept of Operations.

1. Direction, Control, and Coordination.

The College has created a pandemic response matrix to summarize the primary response actions for each tasked organizational unit according to the current pandemic phase. These are guidelines and are subject to change based on current conditions.

To provide an adequate response to major emergencies and large-scale disasters (including pandemic), the College has organized a campus emergency response team utilizing ICS and NIMS principles. An organizational chart can be found in the campus EOP.

2. Roles and Responsibilities.

The Incident Commander for a pandemic event is the College President with a special advisor to the President or the Director of the Student Health Center. See Pandemic Response Matrix for additional roles and responsibilities, and for specific Department response actions.
3. Phases for Pandemic Responses.

The College has developed phases based on the WHO pandemic alert system phases. The College response will be based on these general phases with adjustments made to account for the specific variable associated with the current threat. Adjustments could include selection and timing of actions taken during each phase and changes to protocols based on the guidance from the KCPH, CDC, and CDPH. The table below helps summarize phases that will be used to help the College make decisions about the appropriate response posture:

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>PHASE</th>
<th>DESCRIPTION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert Preparedness</td>
<td>1</td>
<td>An animal or human-animal infectious agent has caused sporadic cases or small clusters of disease in people.</td>
</tr>
<tr>
<td>and Training (Education)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevated Risk</td>
<td>2</td>
<td>Human to human transmission in sustained community level outbreaks in multiple countries or sporadic cases indicating spread in the U.S.</td>
</tr>
<tr>
<td>Severe Risk</td>
<td>3</td>
<td>Sustained community level outbreaks in the U.S., small clusters in the eastern region of the U.S. or sporadic local cases.</td>
</tr>
<tr>
<td>Pandemic Alert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recovery</td>
<td>4</td>
<td>Notification from health officials of a sustained reduction human-human transmission to levels seen prior to the outbreak.</td>
</tr>
</tbody>
</table>

*Descriptions correspond to phases defined in WHO Pandemic Influenza Continuity Template A1-1. Timing of phase implementation will be based on KCPH, CDC, and CDPH assessments and recommendations.

a. Alert Preparedness and Training (Education) - Phase 1.
In this phase, the College will focus on training and preparedness procedures to attempt to prevent introduction of the threat on campus and be ready to elevate the response if pandemic conditions continue to develop. Kern County Public Health has not declared a pandemic of any kind. There is awareness of potential in neighboring cities, but nothing within the County of Kern has been confirmed. Phase One is the general notification and education to the campus community. The College engages with KCPH to assist in monitoring, education, and awareness.

b. Elevated Risk - Phase 2.
In this phase, the College will maintain operations in an elevated risk mode. Procedures would include, but not limited to, reviewing the Emergency Management and Pandemic Plans, reviewing food, water, medical, and other supply levels. Critical operations personnel information would be
reviewed and updated. Portions of the Emergency Response Team would be activated to facilitate phase 2 operations. Kern County Public Health has confirmed a case of the pandemic within the county of Kern. Additional cases have been confirmed in neighboring cities. The College is proactively engaging with KCPH to assist in identifying and notifying the community.

c. **Severe Risk Pandemic Alert - Phase 3.**
The College would move response procedures to a severe risk and begin implementing the Continuity of Operations section of the Pandemic Response Plan. This phase could involve extended closing procedures. Kern County Public Health has confirmed a Kern County pandemic. Additional cases have been confirmed in Bakersfield. BC will heavily engage with Public Health to assist in identifying and notifying the community.

d. **Recovery – Phase 4.**
The College would begin implementing normal operations at a specified date and initially would operate under Phase 2 procedures. The level of normal operations (i.e. partial, incremental, or full) will depend on ongoing reviews of the international, national, and local situation.

### D. Communications.

Student Health and Wellness Center (SHWC) in coordination with the BC Marketing and Public Relations Office will provide infection control awareness information to the campus community via the internet, email, brochures/pamphlets, etc. In addition, the College may hold public information sessions to better inform those on campus when deemed appropriate. Pandemic awareness information will be hosted on the SHWC web site.

The College will track individuals upon return from international travel and coordinate screening efforts with SHWC starting at a minimum in Phase 2 but some proactive action is likely necessary in Phase 1 of the response to a pandemic. This will include screening of individuals upon return from international travel. In addition, the College may provide additional communication to our international students, which might include briefings from SHWC or Kern County Public Health Department. The College’s travel policy does not allow students to travel to countries with a Department of State (DOS) Travel Warning or with a Centers for Disease Control Health Warning Level 2 or 3. The International Risk Management Committee reviews all faculty and staff requests to travel to countries with a DOS travel warning or CDC Health Warning Level 3.

### E. Policies, Procedures, and Guidelines.

A pandemic would most certainly present some unique challenges for the College. Priorities include the health and safety of students and employees, care for animal populations, assuring the security of campus facilities, and recovering to address the College’s core missions of teaching, research, and outreach.

The College understands all employees have important work to perform and will make every reasonable effort to resume normal operations once it has been determined the environment is safe. To limit exposure and prevent the spread of a pandemic the College may implement the following policies and/or procedures:

- **Telecommuting** - This practice will only be allowed for individuals identified as key personnel with no immediate need to work on campus, but whose services are critical in nature.
• **Social Distancing** – Provide public service announcements to the College community regarding implementation of social distancing guidance. This would include planning for reductions of face-to-face meetings and encouragement of alternate communication methods (i.e. conference calls, email, video conferencing, etc.) to reduce exposure.

• **Travel Restrictions & Cancellations** – College sponsored/funded travel will be approved based on current travel conditions and warnings from the U.S. State Department travel advisory system. Any College travel to an affected domestic and/or international area designated with a travel warning may require a risk management petition and travelers will be subject to an enhanced screening process. Those already in affected countries may be required to return to the College.

• **Extended Emergency Closure Pay** – Should the College close due to an emergency such as a pandemic, Human Resources (HR) in coordination with Finance and Administration will sent out further information.

• **Quarantine and Isolation** – Although not a normal College policy, it may become necessary for College officials to restrict movements on campus to prevent the spread during a pandemic outbreak. This decision will be made in conjunction with local, state, and federal officials and will be implemented based on the protection of public health.

• **Designated Responders** – Those personnel identified as designated responders in campus unit plans are expected to make every reasonable effort to perform duties required during the emergency.

**F. Mitigation.**

1. **Disease Detection and Surveillance.**

The Student Health and Wellness Center (SHWC) will coordinate with the local, state, and federal health officials to quickly identify potential human and animal cases on campus and attempt to reduce further transmission. The Administrator of SHWC will maintain contact with health officials upon notification of possible confirmed pandemic case(s). In addition, work with state and local public health to identify trigger points and thresholds to institute containment measures.

Any medical alerts issued by the CDC, state, or local health departments will be disseminated in conjunction with the SHWC through internal communication methods. SHWC in conjunction with the Incident Command Center will monitor all students, staff, and faculty involved in travel to an affected country/area and immediately report suspected cases to KCPH. Also, it will be vital for the campus community to report any suspected cases immediately to SHWC. Depending on world changing conditions, SHWC will issue regular updates to the campus community.

2. **Active and Direct Monitoring.**

In the event SHWC receives a large number of patients presenting signs and symptoms of pandemic a mass triage center will be setup.

Upon closure of the College, employees reporting to work to maintain critical College operations will be directed to a pre-screening location to determine if they exhibit any symptoms of the disease. Any employee with these symptoms will be asked to stay home to prevent/limit the spread of the pandemic on campus.
3. **Disease Prevention and Control Measures.**

In general, everyone should always practice good personal hygiene standards; however, during a potential pandemic the campus community should place additional emphasis on infection control measures. This would limit the spread and exposure to students, staff, and faculty. Specific information will be provided to the campus personnel by SHWC.

Review the College’s legal responsibility and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.

4. **Vaccine Distribution.**

Medications may be available, but most likely will be in short supply. The College will work with the Kern County Public Health Department and the State of California on securing any applicable medications, if needed. Once supply levels are determined distribution methods will follow state and federal guidelines. The Strategic National Stockpile (SNS) plan would be activated upon notification from authorities and would outline the distribution methods for the general public.

**G. Response Phase Considerations**

1. **Waste Disposal.**

All potentially infectious materials should be appropriately discarded and removed according to CDC, local, and state health guidelines. To prevent secondary contamination, CDC personal protective equipment guidelines and other safeguards will be followed for proper handling and disposal of waste. If local trash pickup is delayed, BC Maintenance and Operations will determine a safe temporary storage location until safe removal can occur.

2. **Handling Deceased.**

The guidelines for providing care for the deceased on campus will be coordinated with SHWC, the Kern County Coroner, and KCHD.

3. **Supplies & PPE.**

All departments that provide essential services and would likely be required to operate even in Phase 3 of a pandemic response are encouraged to maintain a small amount of supplies (i.e. disinfectants, nitrile gloves, etc.) and obtain personal protective equipment (PPE) specific to the threat when identified. Environmental Health and Safety maintains some PPE supplies to augment campus needs as appropriate, which are stored and will be made available to employees as needed. These departments are, but not limited to:

- Maintenance and Operations
- Department of College Safety
- Student Health and Wellness Center
- Food Services

4. **Patient Transport.**

All individuals presenting to the Student Health and Wellness Center with signs/symptoms of a pandemic illness shall be evaluated in accordance with protocols established by the
Each patient shall be questioned regarding symptoms and recent travel/exposure history and, when indicated, isolated from other patients. Student Health and Wellness Center staff shall, when indicated per protocol, refer potential pandemic patients to a nearby medical facility for additional assessment/treatment. Transport of patients shall be in accordance with protocol mandates, or when not otherwise specified, best medical practice.

H. Recovery

Recovery will typically be initiated when there is a notification from health officials indicating a substantial reduction in human to human transmission to levels seen before the outbreak. See Pandemic Response Matrix - (Recovery Phase) for specific Unit/Department Recovery actions.

The primary areas of consideration will include:

- Adjustments to the academic calendar
- Resumption or rescheduling of College activities and special events
- Overall financial impact from extended closure
- Availability of appropriate level of staff, faculty, and students
- Continued monitoring for further disease pandemic indicators

I. Continuity of Operations.

The College considers every employee important to its ongoing mission of education, learning, and community involvement. However, during rare instances when the College must close for any period of time, resulting in a temporary suspension/cancellation of classes, events, meetings, etc., there are areas of the College that must continue to operate regardless of external conditions. These areas are considered critical and cannot be left unattended for any length of time. Therefore, the College must rely on the employees who work in these areas, which may involve on-call status and extended shift work. Colleges and departments may need to revise their operations plans to ensure the list of personnel required to respond is appropriate to the emergency.

J. Plan Administration.

1. Maintenance.

This plan will be reviewed and updated in conjunction with the Emergency Procedures Plan. The Department of College Safety will facilitate the plan update in coordination with the Student Health Center.

2. Training.

As part of the ongoing maintenance, this plan should be validated on a regular basis as part of the campus training and exercise program to ensure its practicality, relevance, and completeness. Those people expected to carry out the activities described in the plan should routinely receive training sufficient to carry out their responsibilities in a safe and professional manner. Periodically, College leadership may direct an exercise be conducted to test the capabilities outlined in this plan.
Training for employees will be coordinated through the Department of College Safety in coordination with the College’s Professional Development plan. General training on preventing the spread of disease will be offered regularly throughout the year. More advance pandemic training, to include respirator fit testing, will be offered by Department of College Safety to critical departments.

SHWC Staff training will include pandemic event specifics, College policies, and be fully prepared to react/manage a pandemic event. SHWC staff will be trained on threat specific triage, reporting, isolation, transport, disinfecting, and PPE procedures.

Personnel employed in an area required to maintain critical College operations and around those presenting signs/symptoms of pandemic will be required to attend threat and duty specific training because of the increased likelihood of exposure and infection. At a minimum this includes:

- Maintenance and Operations
- Department of College Safety
- Student Health and Wellness Center
- Food Services

Units that experience a high level of transient and group contact will be given threat specific awareness training in Phase 2 of the campus response. This includes but is not limited to:

- The Library
- Office of Student Life

Once normal operations are fully implemented, a series of debriefings will be convened to discuss the overall response and recovery, changes to current plans, and necessary improvements for additional waves. An after-action report (AAR) will be developed and made available to the College community.

**K. Authorities.**

The President of Bakersfield College has final authority over all emergency management issues including a pandemic. Delegation and succession outlined in the Emergency Operations Plan (EOP) remains in effect during a pandemic.